

INSTRUCTIONS FOR DAILY CUMULATIVE PRODUCTION LOGBOOK (DCPL) SHORESIDE PROCESSOR

1. RESPONSIBILITY

The owner of a shoreside processor is responsible for compliance with the applicable recordkeeping and reporting requirements of 50 CFR part 679 and must ensure that the manager or representative complies with these requirements. The signature of the owner or manager on the DCPL is verification of acceptance of that responsibility.

2. TIME LIMITS

The manager of a shoreside processor must:

	TIME LIMIT
Record all catcher vessel or buying station "delivery information"	Within 2 hours after completion of receipt of each groundfish delivery
Record landings information	By noon each day to record the previous day's landings
Record product information	By noon each day to record the previous day's production.
Record discard/disposition information	By noon each day to record the previous day's discard/disposition that was: (1) reported on site after receipt of groundfish from a catcher vessel or buying station and during processing of groundfish; (2) reported on a blue DFL received from a catcher vessel delivering groundfish; (3) reported on a yellow DCL received from a buying station delivering groundfish.
Record all other information required in the DCPL	By noon of the day following completion of production
Sign the completed DCPL logsheets	By noon of the day following the week-ending date of the weekly reporting period.

Submit the yellow DCPL copies (including buying station copies) each quarter to: NOAA Office of Enforcement Alaska Region Logbook Program P.O. Box 21767 Juneau, Alaska 99802-1767	Quarter/Submit by 1 (Jan 1 - Mar 31) May 1 2 (Apr 1 - Jun 30) Aug 1 3 (Jul 1 - Sep 30) Nov 1 4 (Oct 1 - Dec 31) Feb 1 of the following year.
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Goldenrod Logsheets

The goldenrod logsheets are provided to support a separate data collection by the NMFS Observer Program.

3. INFORMATION REQUIRED ON ALL LOGSHEETS

The owner or manager must account for each day of the fishing year and indicate in the DCPL whether the shoreside processor is active or inactive throughout the year.

Fishing activity for a shoreside processor is defined as receipt, discard, or processing of groundfish.

If a shoreside processor is	Then
Active. a period of time when the shoreside processor is checked-in.	Complete a single Part I logsheet per day or up to 7 days on one logsheet. Use a separate Part II page for each weekly reporting period or use one page for up to 3 weekly reporting periods.
Active But Not Receiving or Processing. Anything that does not qualify as active or inactive	Use a single Part I logsheet. 1. Check "active but not receiving or processing" 2. Record the first and last day when active but not receiving or Processing 3. Indicate why shoreside processor is active but not receiving or processing.

Inactive. A period of time when the shoreside processor is not checked in.	Use one logsheet. 1. Check "inactive". 2. Record the first and last day when inactive. 3. Indicate why shoreside processor is inactive
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If the time period that a shoreside processor is inactive or active-not-receiving or processing extends across two or more successive quarters, complete two logsheets: the one to indicate the last day of the first inactive or active-not-receiving or processing quarter and the next page to indicate the first day of the second inactive or active-not-receiving or processing quarter.

Shoreside processor Name. Enter complete name as displayed in official documentation.

Manager Name and Signature. Enter the printed name of the manager. The owner or manager must sign the DCPL to verify accuracy and completeness of data on the logbook sheet.

Week-ending Date. Enter week-ending date (month-day-year). Dates must be consecutive.

ADF&G Proc. no. Enter 5-digit State of Alaska Department of Fish & Game (ADF&G) processor code.

Federal Processor No. Enter Federal processor number.

Use a separate logsheet	For each day of an active period or use one logsheet for up to 7 days
	If harvest from more than one reporting area.
	If harvest under a Western Alaska Community Development Quota (CDQ) program; if fishing under more than one CDQ number, use a separate logsheet for each.
	If harvest under an AFA Co-op
	If harvest under a research program
	If harvest under an experimental fishery

Page Numbering.

Number the pages within Part I of each logbook consecutively, beginning with page 1 for January 1 and continuing throughout the logbook for the remainder of the fishing year.

Page numbers must be consecutive within Part II, beginning with page one for the first day of processing operations after the start of the fishing year and continuing throughout the section for the remainder of the fishing year.

Logbook Numbering. If more than one logbook is used in a fishing year, the page numbers should follow the consecutive order of the previous logbook.

5. INFORMATION REQUIRED FOR EACH DAY THE SHORESIDE PROCESSOR IS ACTIVE.

Federal Reporting Area. Enter the reporting area code where groundfish were harvested.

Use the reporting area codes presented in Figure 1 and Figure 3.

COBLZ or RKCSA. If groundfish were harvested using trawl gear, indicate whether catch was harvested in COBLZ or RKCSA.

Gear Type. Circle to indicate the gear type of harvested. If gear type used to harvest fish is not listed, check OTHER and describe gear.

Observer Information.

Enter the number of NMFS-certified observers onsite at the shoreside processor.

Enter printed name, cruise number, and dates present of each observer onsite at the shoreside processor.

Management Program. Check to indicate:

CDQ. Whether this activity is under the Western Alaska Community Development Quota (CDQ) Program.; if yes, record the CDQ number. If operating under more than one CDQ number, use a separate report for each.

AFA. Whether harvest is under an AFA Co-op; if yes, record the AFA number.

Research Program. Whether harvest is under a research program; if yes, record the research program number.

Experimental Fishery. Whether harvest is under an experimental fishery; if yes, record the experimental fishery number.

6. DELIVERY INFORMATION

Record the following information for each delivery.

Date of Delivery. Enter the month and day landings were received from Catcher Vessel or Buying Station.

CV or BS. Enter CV or BS to indicate delivery by a catcher vessel or buying station, respectively.

Receive Discard Report.

If catch received from a catcher vessel, enter YES or NO to indicate whether Catcher Vessel submitted blue discard copy of DFL.

If catch received from a buying station, leave this column blank.

If "NO", enter the reason catcher vessel gave for non-submittal as follows (example: NO-L):

Code	Reason for Non-submittal
P	Catcher vessel does not have a Federal fisheries permit
L	Catcher vessel is under 60 ft length overall
P	Catcher vessel is under 60 ft LOA and also does not have a Federal fisheries permit
U	Catcher vessel delivered an unsorted codend
If blue discard copy of DFL is not submitted by catcher vessel, and no reason was given, enter NO without a code.	

Name. Enter the name of the Catcher Vessel or Buying Station delivering the groundfish.

ADF&G NO. Enter the 5-digit ADF&G vessel registration number of the Catcher Vessel or Buying Station (if applicable) delivering the groundfish.

Receipt Time. Record the time (to the nearest hour, A.I.t.) when receipt of groundfish catch was completed.

Groundfish Delivery Weight.

Circle either lb or mt. Use the same units to report weight throughout the year.

Enter the estimated total catch weight in pounds or to the nearest mt.

Fish Ticket Number.

If delivery is from a catcher vessel, enter the ADF&G fish ticket number issued to the Catcher Vessel.

If Shoreside Processor is located in a state other than Alaska, the manager should record the fish ticket number issued through that state.

If a state fish ticket system is unavailable, the manager should record the catch receipt number.

If delivery is from a Buying Station, leave this column blank.

7. LANDINGS INFORMATION

For each delivery received (general groundfish, AFA or CDQ, etc.), the manager of a shoreside processor is required to report the weight for each groundfish species in that delivery in pounds or to the nearest 0.001 mt.

Reported weights for each groundfish species may be obtained either by:

(1) Sorting according to species code and weighing by sorted species, or;

(2) Weighing the entire delivery and then sorting and weighing some or all of the groundfish species individually to determine their weight.

The second method allows the determination of the weight of one of the groundfish species by subtracting the weight of some component of the catch from the total delivery weight.

The weight of the individual groundfish species cannot be estimated. It must be determined through either direct weighing of that species or through subtraction of the known weight of some component of the catch from the known weight of the entire delivery.

Example 1

If a vessel delivers only pollock and Pacific cod, the manager of the shoreside processor may:

(1) sort the pollock from the Pacific cod and weigh both separately, or

(2) weigh the total delivery, sort the Pacific cod from the pollock, weigh the Pacific cod, and determine the weight of pollock by subtracting the weight of Pacific cod from the total delivery weight.

Example 2

If a vessel delivers pollock, Pacific cod, Arrowtooth flounder, and jellyfish, the manager of the shoreside processor may:

(1) sort all of the species, weigh the pollock, Pacific cod, and Arrowtooth flounder separately, and report an estimated weight of the jellyfish, or

(2) sort out the jellyfish first, weigh the remaining groundfish species as a group, sort out the Pacific cod and Arrowtooth flounder and weigh them separately, and subtract the weight of the Pacific cod and arrowtooth flounder from the combined weight of the pollock, Pacific cod, and arrowtooth flounder to determine the weight of the pollock.

Use species and product codes presented in Table 1 and Table 2.

Species Code. Enter the species code for each landed species.

Product Code. Enter the product code for each landed species.

Date. Enter the date (month-day-year) next to the appropriate day of the week (SUN through SAT).

Daily Weight.

Check either lb or mt. Use the same units to record weight throughout the year.

Enter the daily total scale weight of landings, by species and product codes, in pounds or to the nearest 0.001 mt.

Weekly Cumulative Total.

At the end of each weekly reporting period, enter for each species/product code, the cumulative total scale weight of landings for that week.

Calculate cumulative landings totals for each reporting area, gear type, and CDQ number.

8. DISCARD/DISPOSITION INFORMATION.

Record all discard/dispositions that are recorded in the Buying Station DCL, discards that are reported by Catcher Vessels, and discards that result from

activities before, during, and after processing by the Shoreside Processor.

Species Code. Record the species code for each discard/disposition.

Product Code. Record the discard product code for each discard/disposition.

Use species and product codes presented in Table 1 and Table 2.

Date.

Enter the date (month-day-year) of discard or disposition next to the appropriate day of the week (SUN through SAT).

If recording discard information received from a catcher vessel or buying station, enter the date of delivery to you, not the discard date recorded on the blue DFL logsheet or yellow DCL logsheet.

Daily Total.

Weight. Record daily the species code, product code, and the total estimated discard/disposition amounts in whole fish weight for each groundfish species or species group and Pacific herring in pounds or to at least the nearest 0.001 mt.

Numbers of animals. Record daily the species code, product code, and discard/disposition amounts by number of Pacific salmon, steelhead trout, Pacific halibut, king crab, and Tanner crab.

No discard/disposition. If there are no discard/disposition for a day, write "NO DISCARDS", "0", or "ZERO" on the "daily total" line.

Balance Forward.

Enter the total amount of discard/disposition, by species and product codes, carried forward from the previous day.

At the beginning of each weekly reporting period, the discard/disposition amount is zero, and nothing shall be carried forward from the previous weekly reporting period.

Weekly Cumulative Total.

Enter the total discard/disposition amount by species and product codes, calculated by adding the relevant daily total and the total carried forward.

Calculate cumulative discard/disposition totals for each reporting area, gear type, IFQ, and CDQ program.

9. PRODUCT INFORMATION (PART II).

Record the following information for each product. Check either pounds (lb) or metric tons (mt).

Daily Total.

Enter the total amount of product -- by species codes, product codes, and product designation -- that was produced each day.

Use the species codes, product codes, and product designations presented in Table 1 and Table 2.

Example 1

to describe a single product:

270 -- P -- 31 (pollock/primary product, minced)

Example 2

to describe two products from the same fish:

270 -- P -- 23 (pollock/ primary product, fillets)

270 -- A -- 14 (pollock/ancillary product, roe).

Example 3

to describe multiple products:

Out of 100 mt of pollock:

90 mt processed into

13.5 mt deep skin fillets + 2.7 mt roe

270 -- P -- 24 = 13.5 mt

270 -- A -- 14 = 2.7 mt

10 mt small and damaged pollock + 73.8 mt pollock parts processed into 14 mt meal. Total meal = 83.8 mt

12% (10/83.8) of the meal = 1.68 mt is primary

88% (73.8/83.8) of the meal = 12.32 mt is

ancillary

270 -- P -- 32 = 1.68 mt

270 -- A -- 32 = 12.32 mt

Example 4

to record an unlisted, ancillary product.

Enter product code 97 and write in the name of the product.

270 -- A -- 97

pollock, ancillary product, livers

If no production occurred for a day, write "NO PRODUCTION" on the "daily total" line.

Weekly Cumulative Total.

At the end of each weekly reporting period, enter the cumulative total product weight, by species codes, product codes, and product designation calculated by adding the relevant daily total and the total carried forward for that week.

Calculate cumulative production totals for each reporting area, gear type, and CDQ number.

Comments (optional)

